# Joining Friday Friday Fundamentals with WebEx in Learning Center for Wisconsin

Please be sure to locate headphones or speakers for listening in advance of the training time. If you do not have access to speakers or headphones, use your phone to call in. Instructions for calling in using your phone are also included in the instructions below.

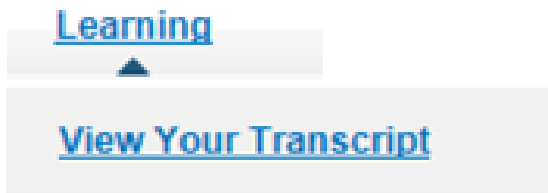*WebEx Technical Support call: 1-866-229-3239*

Step 1: Go to http://dwdlearningcenter.wi.gov
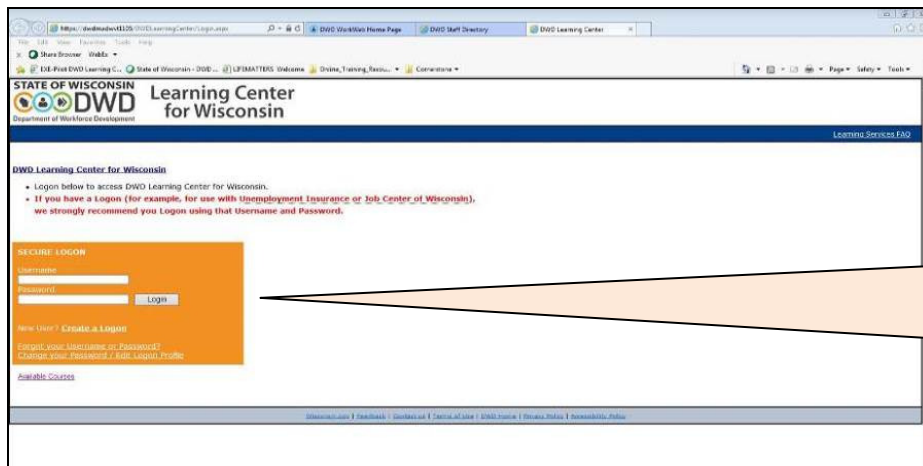
Use your existing Username and Password from:

- **JobCenterOfWisconsin.com**
- **Unemployment Insurance (UI)**

If you are a New User, you will need to create your logon credentials

Step 2. Go to your Transcript
Under the "Learning" tab click on "View your Transcript"

Step 3. Launch Friday Fundamentals Transcript
Click on "Launch" in the "Options" column

Step 4. Install for WebEX
Click on "Install" to run the WebEx file.

Install Cisco WebEx Meetings

① In the message bar at the bottom of the window, select **Install** or **Allow**.

② Select **Install**.
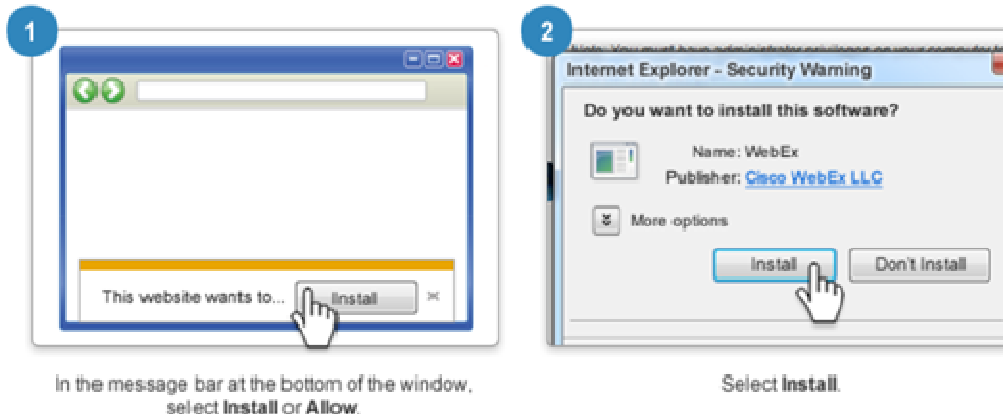
Still having trouble? Run a temporary application to join this meeting immediately or view more joining options.

The previous website wants to install the following add-on: 'ieatgpc1.cab' from 'Cisco WebEx LLC'.   What's the risk?   Install   x
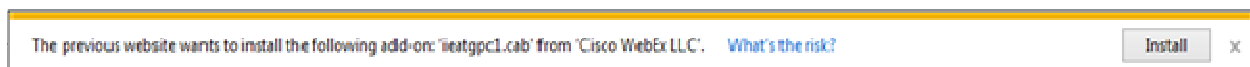
Step 5. Run File for WebEx Training Session
Click on "Run" to run the WebEx file. Click on "Yes" if you are prompted with a security warning.
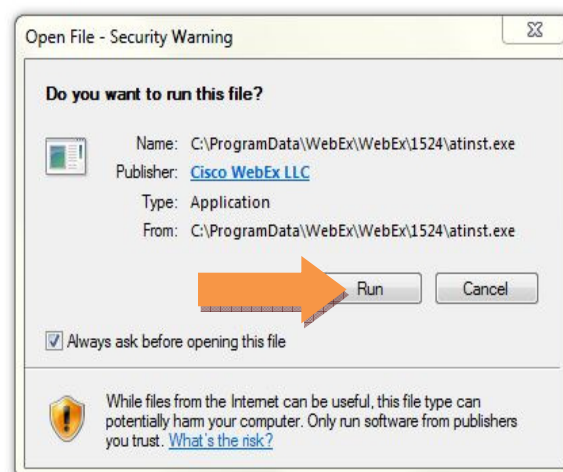
Step 6. Call Using Computer (Option A) or Join Audio Using Telephone (Option B)

For option A, you will click on "Call Using Computer", for option B you will call in to the number provide in option B below.

> **Option A. Call Using Computer & Test Speakers**
> Click on the "Call Using Computer" option when prompted. If you are not prompted to make this choice, you can access the options under the audio menu at the top of the screen. This option is for if you have speakers or headphones to listen to the presentation through your computer.
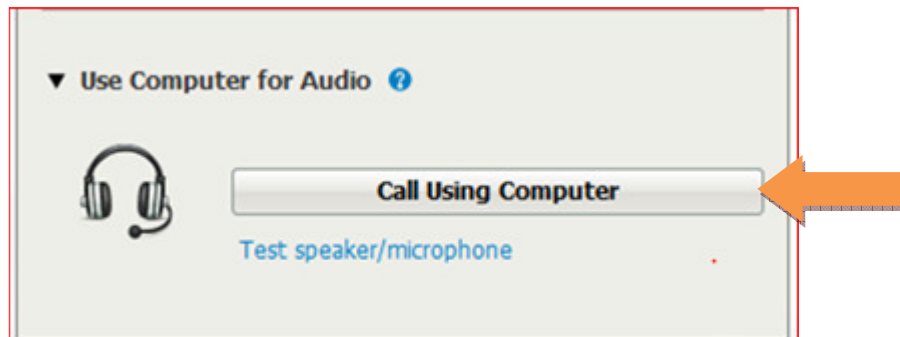
> ***Test Speaker ONLY if calling in using your computer***
> Test your computer speaker connection if you are using your computer to join. Use the drop down menu to try available options and click on the test button until you hear the sound clearly. Once you hear the sound, your speakers are set correctly and you can close this window and start viewing the training.
>
> If you are using the phone to call in, you do not need to test your speakers. See below for call using telephone instructions.
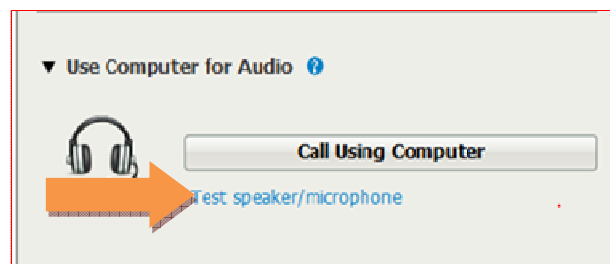
> **Option B. Call Using Your Telephone**
> If you do not have speakers or headphones, you will need to call in using your telephone. ***Dial the phone number provided below enter the access/guest passcode when prompted.***

Phone Number: 1-720-279-0026
Access/Guest Code: 356441

Step 8. CHAT for Submitting Questions

You will need to use the chat feature for this training when submitting questions. The screenshot below shows how to access the chat panel. Send all chats to the HOST by selecting host, typing in the box and clicking on the send button when done.